

Assistant Vice President (AVP) Roles

Summary

The Assistant Vice President (AVP) role assists a specific Vice President with the operations, admin, logistics, etc. in their elected area. While there may be multiple AVPs, each AVP's role will have specific responsibilities and deliverables. AVP roles are ideal for students just entering the field, professionals transitioning into the field, or anyone considering applying for the VP-level role.

Reports to: Vice President (VP)

Location: Remote (being in the NYC area is helpful)

Time commitment: Approximately 1-5 hours per month (depending on agreed upon responsibilities)

Benefits to AVP

- Project ownership and ability to improve chapter processes
- Membership in the Chapter's Extended Leadership Team (ELT) which offers further leadership development opportunities and events
- Networking and mentoring opportunities with Chapter Leadership
- Headshot/bio on atdnyc.org website
- AVP role displayed on Chapter Meeting name tag
- Digital badge (if successfully complete agreed upon responsibilities)

Benefits to Chapter/ Potential Responsibilities

Sample of Primary Needs by VP position

Marketing

- Manage social channels (all or a portion)
- Newsletter creation/statistics
- Sponsor management
- Blog post coordination/creation
- Podcast coordination/recording/editing/publishing
- Providing input on programming, policies, or procedures

Membership

- Chapter networking events
- New joiner orientation
- Membership engagement
- Membership retention

- Student outreach and events
- Corporate outreach and events
- Providing input on programming, policies, or procedures

Programs

- Setting up Zoom sessions for Chapter events
- Managing registration for Chapter Events
- Overseeing Chapter event follow up tasks and communications
- Reporting on Chapter post-event surveys
- Setting up live polling tools for Chapter events (as necessary)
- Support for live Chapter events (as necessary)
- Holiday Party coordination
- Providing input on programming, policies, or procedures

Special Interest Groups (SIGs)

- Setting up Zoom sessions for SIG events
- Managing registration for SIG Events
- Overseeing SIG event follow up tasks and communications
- Reporting on SIG post-event surveys
- Setting up live polling tools for SIG events (as necessary)
- Support for live SIG events (as necessary)
- Support for SIG special projects and programs (as necessary)
- Providing input on programming, policies, or procedures

Talent Management

- Volunteer networking events
- Volunteer engagement
- Volunteer fair/promote open volunteer roles
- Volunteer spotlight coordination
- Providing input on programming, policies, or procedures

Technology

- Website management and content updates
- Product-specific needs (Slack, GSuite, Canva, Learning Experience Platform)
- Integration of current technology
- Providing input on programming, policies, or procedures

Other Potential Responsibilities

- Coordinating and facilitating virtual happy hours
- Providing input on programming, policies, or procedures

Desired Skills & Qualifications

- Self-starter who takes initiative and is always looking for ways to improve
- Detail-oriented

- Driven and accountable with great follow-through
- Good verbal and written communication skills
- Technically savvy

Other Requirements

- Member of ATD NYC in good standing
- Attendance at a minimum of at least one (1) Chapter or SIG event per quarter and at least six (6) Chapter/SIG events over the course of the year.

Selection Process

- Formal interview with VP and a group of Board/Chapter Members
- Selected candidate(s) approved by ATD NYC Board
- Approved candidate(s) appointed by VP

How to Apply

Send an email to <insert VP Talent Management email address> (VP Talent Management)

Subject line: AVP <insert VP role>

In the body of the email, please include:

1. a brief explanation of why you want the role,
2. your qualifications for the role (background, skill set, and experience),
3. a brief biographical statement (will be used on atdnyc.org website if appointed)

Attach your current resume.

If you have any questions, please email our VP Talent Management, <insert VP Talent Management name> (<insert VP Talent Management email address>).